Office of the State's Attorney for Baltimore City
Computer Analyst

The Office of the State's Attorney for Baltimore City is seeking a full-time Grant Funded Computer Analyst.

Job Description:

- Support SQL databases, create and support Access databases, create queries, tables and reports, and compile reports from various databases to be used for performance measures and statistical reporting.
- Resolve computer related issues from connectivity to software and hardware Challenges.
- Analyze Information Technology needs and all other data processing technologies from application to electronic data processing systems.
- Analyze requirements, procedures, and issues in order to automate or improve existing systems and review computer system capabilities, workflow, and technology limitations.
- Configure, deploy, maintain, troubleshoot and support computer workstations, laptops, printers, mobile devices, phones and other computer and telecommunications equipment.
- Diagnose and resolve issues associated with operating systems
- Document procedures, standards, best practices and configurations, settings.
- Understand the organization's current IT Infrastructure and procedures and design information systems solutions to help the organization operate more efficiently and effectively.

Requirements:

- Experience, proficiency with Microsoft Access, and Excel, and familiarity with SQL 2000/2008 and above.
- Ability to install, configure, schedule and perform preventative and corrective maintenance on hardware, software and network systems to ensure availability and functionality.
- Ability to investigate, diagnose and repair network-based system, database and website problems.
- Ability to prepare systems flow charts, forms, input and output documents, computer files, specifications and procedures.
- Ability to test, correct and document computer programs.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with technical co-workers, vendors and system users.
- Ability to monitor daily data feeds and database security.
- Ability to write queries tables and reports, and deploy reports using Excel, Access and Crystal Reports.

The ideal candidate is expected to be "on call" to support a 24/7 operation.

Preferred Qualifications:

Bachelor's Degree in Computer Science or Information Technology
Knowledge and ability to use: Microsoft Access and Excel, SQL 2012, Access Database and A+ certification

Salary: ($55,503 - $67,694 with benefits)

To Apply:

Interested candidates should email resumes to Resume (resume@stattorney.org) with a subject reference of Computer Analyst by the close of business **July 7, 2017**. In the body of your transmittal email, please also indicate Computer Analyst as the position for which you are applying.

THE OFFICE OF THE STATE'S ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER